1 6 JUL 1963

MEMORANDUM FOR: DD/PPS

DD/IOS

SUBJECT

: Safehouses

To ensure proper use of all Office of Security safehouses the following should be implemented.

- 1. All keys be retained in the safe at the cognizant office when a safehouse is not in use.
  - 2. A log should be maintained for each safehouse which would include:
    - a. to whom the keys are issued;
    - b. date of issue;
    - c. purpose;
    - d. date keys are returned.
- 3. Should a safehouse not be used over an extended period of time it should be inspected to make certain that it is in good order.

R. L. Bannerman Director of Security 25X

GROUP 1

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